

GENERAL CATALOG



FREDD

STATE

TECHNICAL

COLLEGE

3401 Martin Luther King, Jr. Blvd.

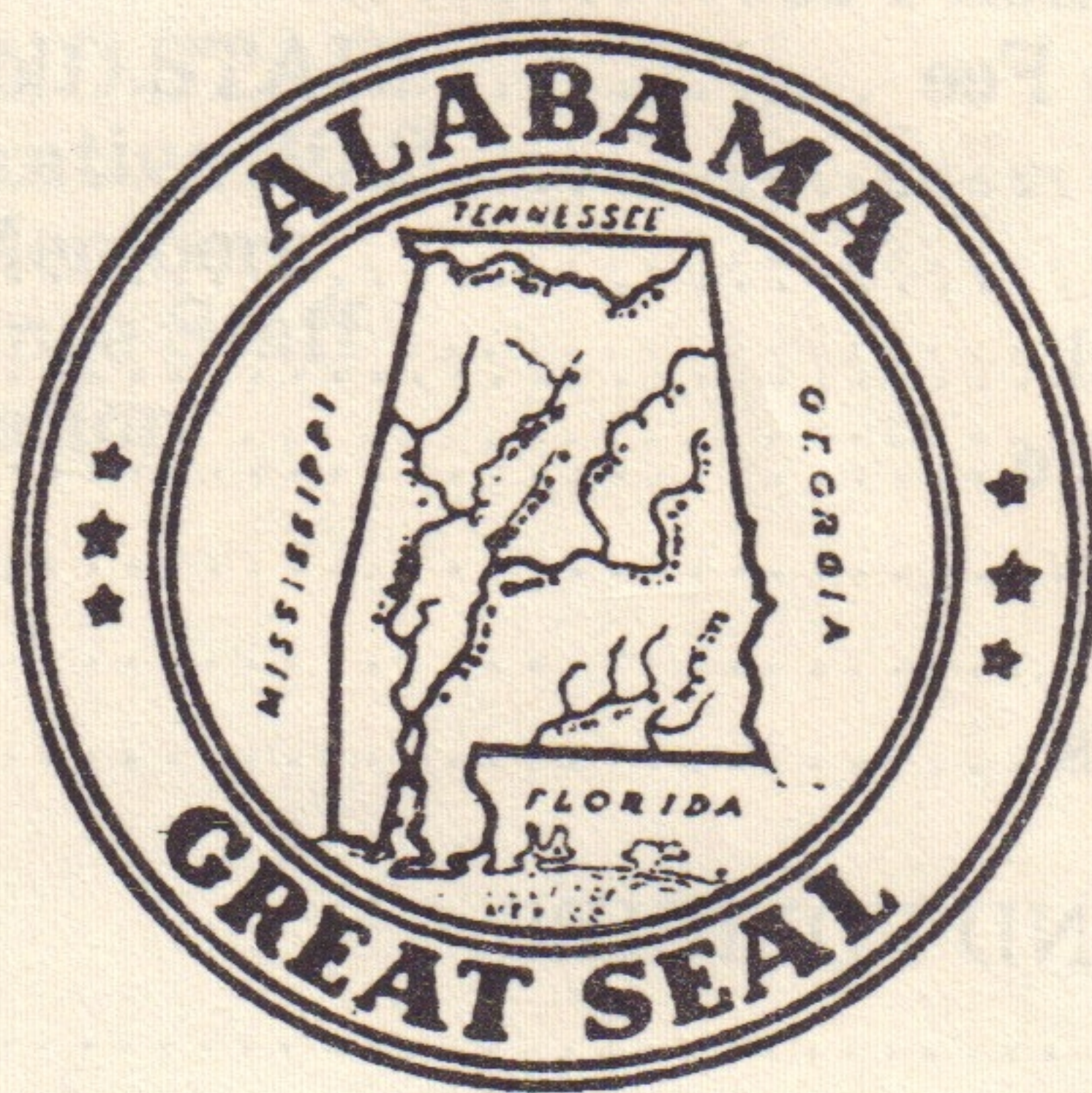
Tuscaloosa, Alabama 3401

"KNOW HOW FOR THE JOBS OF THE 80's"

C. A. FREDD STATE TECHNICAL COLLEGE

3401. 32nd Avenue
Tuscaloosa, Alabama 35401
(205) 758-3361

Accredited by the
Alabama State Board of Education and
Southern Association of Colleges and Schools



General Catalog

C. A. Fredd State Technical College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require.

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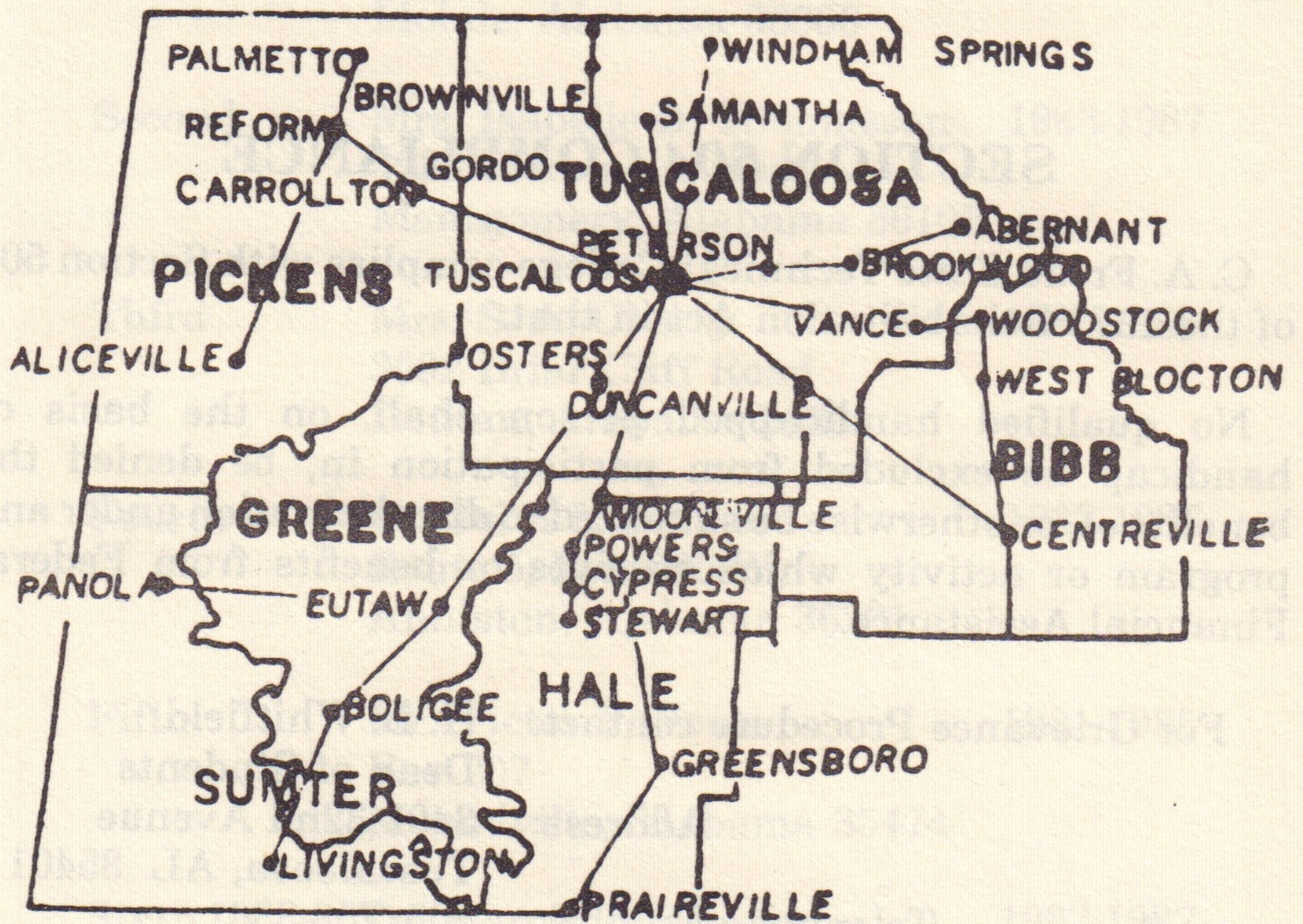
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ICAL A AREA SERVED BY C. A. FREDD STATE TECHNICAL COLLEGE SCHOOL BUS ROUTES



TITLE IX COMPLIANCE

The following policy is issued for the guidance of all students and personnel:

"No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, or ethnic group."

Title IX Coordinator: H. B. Whitfield
Dean of Students

SECTION 504 COMPLIANCE

C. A. Fredd State Technical College complies with Section 504 of the 1973 Rehabilitation Act in that:

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Financial Assistance.

For Grievance Procedure contact: H. B. Whitfield
Dean of Students
Address: 3401 32nd Avenue
Tuscaloosa, AL 35401
Telephone Number: 205/758-3361

MEMBERS OF ALABAMA STATE BOARD OF EDUCATION

Governor George Wallace, President

Superintendent Wayne Teague
Executive Officer and Secretary

Congressional District	Name and Address	Term
First	Mr. John M. Tyson, Jr. 600 Bel Air Boulevard Suite 210 Mobile, Alabama 36606	1981-1985
Second	Mrs. Isabelle B. Thomasson 3233 Thomas Avenue Montgomery, Alabama 36106	1983-1987
Third	Mrs. S. A. Cherry 3002 Briar Cliff Road Dothan, Alabama 36301	1981-1985
Fourth	Dr. John L. Fulmer Route 5, Box 690 W Anniston, Alabama 36201	1983-1987
Fifth	Mr. Victor P. Poole Box 207 Moundville, Alabama 35474	1981-1985
Sixth	Dr. Harold C. Martin 1916 Laurel Road Birmingham, Alabama 35216	1983-1987
Seventh	Dr. James B. Allen, Jr. 709 Merit Springs Road Gadsden, Alabama 35901	1981-1985
Eighth	Dr. Evelyn Pratt 1010 Bluefield Avenue, S.E. Huntsville, Alabama 35801	1983-1987

ADVISORY COMMITTEE

The Honorable George C. Wallace
Governor of Alabama
State Capitol Building
Montgomery, Alabama 36104

Dr. Charles L. Payne, Chancellor
Department of Education
Knox Hall, 419 South Perry Street
Montgomery, Alabama 36104

Mr. Victor Poole, Vice President
Bank of Moundville
Moundville, Alabama 35474

Mrs. Mildred W. Banks, Co-owner
Ezell Banks Realty, Incorporated
2422 - 12th Street
Tuscaloosa, Alabama 35401

Mr. Robert Hagler
Senior Personnel Assistant
B. F. Goodrich
Post Office Box 1010
Tuscaloosa, Alabama 35462

Mr. J. B. Weir
Supervisor of Instruction
Pickens County Bd. of Education
P. O. Box 1
Carrollton, Alabama 35447

Mr. Levi Morrow, Jr.
Radio & TV Serviceman
318 Greensboro Avenue
Eutaw, Alabama 35462

Mr. Larry Moss, Owner
Moss Electric Company
3624 Willow Lane
Tuscaloosa, Alabama 35401

The Honorable Bryant Melton
The House of Representatives
4129 - 20th Street
Tuscaloosa, Alabama 35401

N. C. Cephus, President

DAY SCHOOL CALENDAR

(1984-1985)

FALL QUARTER.....(September 4-November 21)
WINTER QUARTER (November 29-March 4)
SPRING QUARTER (March 6-May 30)
SUMMER QUARTER (June 17-August 28)

School will be closed on the following dates:

Labor Day	September 3
Veterans Day	November 12
Thanksgiving	November 22-23
Christmas Holidays	December 17-January 2
Spring Holidays (AEA)	March 13-15
Summer Vacation	June 3 -14
Independence Day	July 4
Instructor In-Service	November 26, 27, 28
	March 5; April 10, 11, 12;
	May 31; August 29-30

NIGHT SCHOOL CALENDAR (1984-1985)

FALL QUARTER.....	September 4-November 21
WINTER QUARTER	December 3-March 4
SPRING QUARTER	March 11-May 29
SUMMER QUARTER	June 17-July 31

School will be closed on the following dates:

Labor Day	September 3
Veterans Day	November 12
Christmas Holidays	December 17-January 2
Spring Holidays (AEA)	March 13-14
Summer Vacation	June 3-14
Independence Day	July 4

MESSAGE FROM THE PRESIDENT

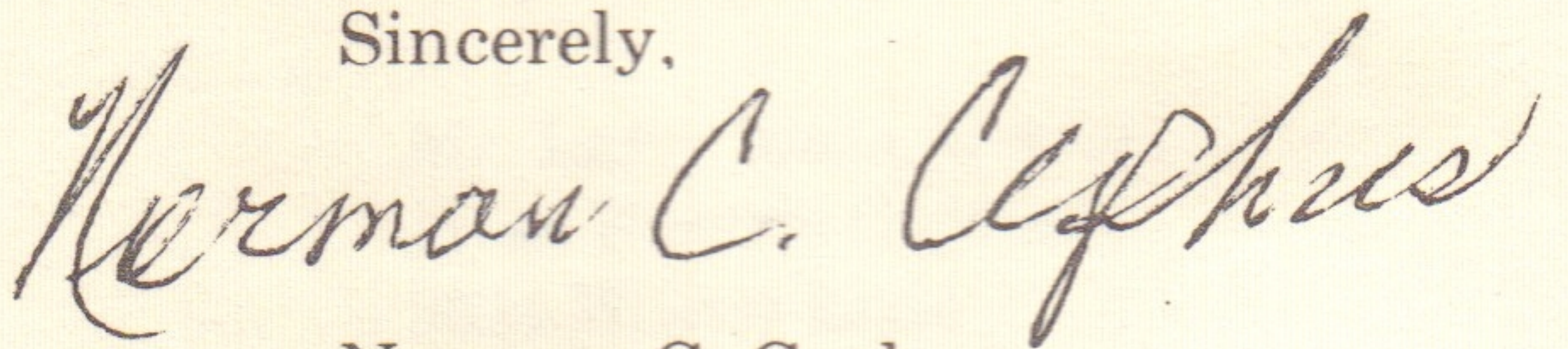
Dear Friend,

We, the faculty and staff at Fredd State Technical College, are pleased to welcome you to visit our campus and to join our family.

Since the inception of the institution in 1965, our philosophy and purpose have been to prepare students today to meet the challenges of tomorrow. We offer training in fourteen occupational areas, with well-qualified and competent instructors to assist students in acquiring the knowledges and skills that will enable them to perform and to make progress in the occupation of their choice.

Again, you are welcome to come by and visit our campus at any time. The administrative staff and support personnel will be pleased to assist you in any way possible.

Sincerely,

A handwritten signature in cursive script that reads "Norman C. Cephus". The signature is written in dark ink and is positioned above the printed name and title.

Norman C. Cephus
President

The administration and staff of Fredd State Technical College recognize the fact that all individuals have worth regardless of personal circumstances or qualities. We are committed to providing quality instruction to each student in a non-discriminating manner. Our overall purpose is to motivate students to the point where they will apply themselves fully to the learning opportunities and experiences afforded them at Fredd State.

Fredd State firmly believes that students must be taught the fundamental skills, knowledge, attitudes, and understandings that are responsive to the diverse manpower needs of our service area. It is also essential that all students develop good work habits and are able to communicate clearly and effectively with others. This training is enforced with meaningful work experiences in our shops and laboratories. We further believe that in order to be effective, our programs must be periodically evaluated in an effort to keep pace with innovative processes, techniques, and equipment that are prevalent in the business and industrial world.

Fredd State upholds the belief that each student should be given an opportunity to contribute rather than become a burden on society. Our main objective is to strengthen the student's ability to earn a decent living which in turn strengthens the ability of the family and the community to thrive.

HISTORY

C. A. Fredd State Technical College is a creation of the Alabama Legislature, Act Number 93, approved May 3, 1963. The forty-acre construction site was donated to the Alabama Trade School and Junior College Authority by the City and County of Tuscaloosa. The City of Tuscaloosa also made provisions for sewage, water, and electrical services.

C. A. Fredd, Sr. was appointed by the Alabama State Board of Education as the first director of the school and served in this capacity until his retirement on March 31, 1976. He was succeeded by Irven W. Mitchell who had served as the school's

first assistant director. Mr. Mitchell retired on June 30, 1982. On July 1, 1982 Mr. Norman C. Cephus was appointed as the college's third president. He has served as the Dean of Instruction from October 1976 to June 1982.

The architect was Charles F. Minch and the construction contract in the amount of \$501,333.12 was awarded to Renfroe Construction Company of Fayette, Alabama. Construction began January 11, 1965, and classes began October 4, 1965.

The first courses offered were: Auto Body and Fender, Auto Mechanics, Business Education (changed to Secretarial), Cosmetology, Radio and Television Repair, and Air Conditioning and Refrigeration. Electricity, Practical Nursing, Barbering, Commercial Sewing, Upholstery, Medical Office Worker, Related Math, and Related English were later added.

By court order in 1969, Cosmetology, Practical Nursing, Auto Mechanics, and Air Conditioning and Refrigeration were transferred to Shelton State. The Medical Office Worker course was discontinued in 1976.

By authorization of the Trade School and Junior College Authority, and additional \$283,000 was allotted for construction of a cafetorium and two additional wings to the administration building. Construction began October 1, 1967 by O. S. Markham Construction Company and was completed June 1, 1968. These wings housed Secretarial, Commercial Sewing, and additional office space. The original Cosmetology Shop was renovated to accommodate the increased enrollment and a second instructor in Barbering. The Bus Shop was built by James A. Thompson Construction Company in 1976.

In 1979 the Trade School and Junior College Authority authorized the construction of two additional buildings that were partially funded by the Appalachian Regional Commission. The contract was awarded to Thompson Construction Company. Construction began in October, 1979, and was completed in July 1980. These buildings house Carpentry, Plumbing & Pipefitting, Graphic Arts, and Sheet Metal.

The name of the school was changed from Tuscaloosa State Trade School to Tuscaloosa State Technical College by a

Resolution adopted by the State Board of Education in 1974. The Resolution also authorized the granting of the Associate Degree in Applied Technology in Residential Electricity. In 1976 the school was renamed to C. A. Fredd State Technical College in honor of its first president.

Fredd State serves the following counties: Bibb, Greene, Hale, Pickens, North Sumter, and Tuscaloosa. Free bus transportation on approved routes is provided for students attending our school with the exception of those living within the city limits of Tuscaloosa.

The College received its initial accreditation in 1973 by the Southern Association of Colleges and Schools, and was reaffirmed in 1978.

ADMISSION REQUIREMENTS

I. Eligibility for Enrollment

- A. Admission standards and policies of this college are free of discrimination on the grounds of race, color, sex, national origin, or physical handicap.
- B. A high school diploma or its equivalent is desirable. However, non-graduates may enroll in most of the courses offered as special students.
- C. Non-high school graduates must be out of school at least nine months. If the applicant has not been out of school for this period of time, he/she must be at least 16 years of age and have a letter of recommendation from the high school principal or counselor and a letter of approval from his/her parents or guardians.
- D. Programs requiring state certification by other regulatory agencies may have special requirements.

II. Enrollment Procedures

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- A. Obtain an application package from the Registrar's Office which is located in the administration building.
- B. The application must be completed in full and returned to the college along with a \$5 application fee(non-refundable).
- C. A transcript of credits from the last school attended must be filed with the application.
- D. After the application has been processed and approved or disapproved, the applicant will be notified accordingly.
- E. Approved applicants will be notified by mail of the dates for pre-registration. Tuition must be paid during this period. Current students and new applicants who do not pre-register must pay tuition on the first day of enrollment.
- F. Students are enrolled on a quarterly basis.

III. Students Transferring Within the College

- A. Students who wish to transfer from one course to another should contact the Registrar to see if there is an opening in the course in which he/she wishes to enroll.
- B. If there is an opening in the course, the student will be given a date of enrollment at which time the required enrollment procedures should be followed.

IV. Students Transferring from Another State Technical College may be Granted Credit for Prior Training Provided:

- A. The student has records of previous training submitted to ~~Fread~~ State.
- B. The student has maintained satisfactory progress in previous training.

- C. Credit granted will be based on comprehensive evaluation of the student's ability and previous training. A maximum of four (4) quarters of credit may be awarded for prior training or experience.
- D. The students enrolls in the same course of training.
- E. The student completes at least one quarter of work at Fredd State.
- F. Any applicant who has been suspended from another institution for disciplinary reasons or has a criminal record will be considered for admission to Fredd State Technical College only upon the approval of the Admissions Committee.

V. Re-Admission

- A. Former students who drop out of school for personal reasons may contact the Registrar's Office concerning re-enrollment.
- B. Students who were dropped for violation of student regulations or for disciplinary reasons will be notified at the time of suspension when they may re-enroll.
- C. Students who were dropped because of excessive absences will be expected to follow the policy outlined in the Student Handbook.

STUDENTS EXPENSES

APPLICATION FEE - A \$5 (Non-refundable) fee must be paid when the application is submitted.

TUITION is paid quarterly during designated registration periods. Charges are as follows:

1. Full-time Students - \$150.00 per quarter
2. Part-time Students - \$75.00 per quarter
3. Out of state residents will be charged double the amount of Alabama residents.

LATE REGISTRATION FEE - Students who do not complete registration on designated date will be charged a \$5 fee.

RE—ENROLLMENT FEE - A \$5 (Non-refundable) fee will be charged each time a student re-enters.

LAB FEES - Students enrolled in Barbering and Commercial Sewing & Tailoring will be charged a lab fee of \$6 per quarter.

ID CARDS - A \$4 annual fee will be charged for ID cards.

PARKING DECAL - Students who drive vehicles on campus must purchase parking decals at a cost of \$4 per year.

GRADUATION FEE - A \$5 fee is charged each student upon completion of his or her program.

TRANSCRIPTS - The first transcript is FREE. A fee of \$1 will be charged for each transcript requested thereafter.

INSURANCE — Accident insurance is available to all students at a low cost.

BOOKS AND TOOLS — Students are required to purchase books by the end of the first week of school, and tools by the end of the second week. The Bookstore is located in the Business Office.

REFUND POLICY

If a student officially withdraws after registering but before classes begin, the total general tuition will be refunded. All students who officially withdraw during the first three weeks of classes will be refunded according to the following prorated schedule:

5 Full-time or 3 Half-time days or less75% refund
10 Full-time or 5 Half-time days or less50% refund
15 Full-time or 9 Half-time days or less25% refund
Over 15 Full-time or 9 Half-time daysNo refund

ATTENDANCE POLICY

A student must attend regularly and make good progress in order to satisfactorily complete a program. A record of excessive absences is tantamount to unsatisfactory progress. Absences whether excused or unexcused will affect a student's progress and may result in failure. Absences should be rare and may be permitted only under the most compelling circumstances.

Note: Specific attendance policies are listed in the Student Handbook.

SCHOLASTIC REQUIREMENTS

To remain at this institution, a student must maintain satisfactory progress as determined by the instructor. The criteria for determining grades are daily work, periodic examinations, initiative, and neatness of work. The letter grades are used in reporting as follows:

A--Excellent (90-100)	F--Failure (Below 60)
B--Good (80-89)	WP--Withdrawal Passing
C--Average (70-79)	WF--Withdrawal Failing
D--Poor (60-69)	I--Incomplete

A grade of WF is assigned to all students who are doing failing work at the time of withdrawal.

A grade of WP is assigned to all students who are doing passing work at the time of withdrawal.

A final grade of "I" may be assigned if a student fails to complete all course requirements because of illness or other extenuating circumstances. This grade normally is assigned only when such circumstances occur near the close of a quarter, preventing a student whose performance has otherwise been satisfactory from completing the requirements of a course. Unless extenuating circumstances are present, a student's failure to submit required work when it is due does not provide basis for the grade of "I"; in such cases, a grade of "F" is usually appropriate. A grade of Incomplete must be cleared within the FIRST SIX WEEKS OF THE SUCCEEDING QUARTER.

QUALITY POINTS AND GRADE POINT AVERAGE (G. P. A.)

A	=	4.0 Quality Points
A-	=	3.9 Quality Points
B+	=	3.7 Quality Points
B	=	3.0 Quality Points
C+	=	2.7 Quality Points
C	=	2.0 Quality Points
C-	=	1.9 Quality Points
D+	=	1.7 Quality Points
D	=	1.0 Quality Points
F	=	0 Quality Points

The student's scholastic standing or quality point average (grade point average) is computed by dividing the total number of quality points by the total number of subjects for which the grades are assigned.

Example: A student in Commercial Sewing may earn the following grades.

Alterations	A	=	4.0	
Pattern Making	B	=	3.0	4) 11.0 0
Mathematics	D	=	1.0	8
Seam Finishing	B	=	3.0	3 0
				2 8
Total Quality Points			11.0	2 0
				2 0

EXAMINATIONS

Examinations consist of regular, special, and unit examinations. To complete the requirements for graduation, students must take all required examinations.

GRADE REPORTS

Instructors are responsible for keeping students informed of their progress. Students receive final grades at the end of each quarter. These grades are posted on permanent records in the registrar's office.

SATISFACTORY PROGRESS

Satisfactory progress means that students must meet the requirements set forth by the college to remain in college and must progress toward obtaining a diploma. To graduate a student must maintain an overall GPA of 2.0 and must have a 1.7 cumulative GPA at the end of each quarter of their enrollment or will be placed on academic probation.

All students enrolled at Fredd State are required to demonstrate satisfactory academic progress as a condition for continued eligibility of Title IV financial aid. Satisfactory academic progress is measured in terms of the student's ability to progress in all classes at a rate which will insure completion of a prescribed program in a normal time period.

Students who have been placed on academic probation for one quarter will be paid during this quarter, however, the required average must be achieved by the end of the probation period.

Students who receive an incomplete grade ("I") after receiving the first payment will not be paid again until he/she earns a letter grade other than an "I" for all courses attempted during the preceding quarter.

Federal student aid will not be paid to any fulltime student for a period of time that exceeds fifty percent (50%) of the scheduled program. EXAMPLE: Two additional quarters may be granted for a program that is normally completed in four quarters. Students will still be governed by the academic standards which require a cumulative average of at least 1.7.

PROBATION & SUSPENSION

Students who have been placed on academic probation must achieve a quarterly GPA of at least 2.0 and/or a cumulative GPA of 1.7 to remain in school. Students who achieve a cumulative GPA of 1.7 will be taken off academic probation. Students who earn the 2.0 quarterly GPA and not the 1.7 cumulative GPA, may remain in school on academic probation. Students who do not achieve either will be suspended for a period of one quarter. Students receiving two academic suspensions will be allowed to re-enroll only upon appeal to the Admissions Committee.

When re-enrolling in school after an academic suspension, students will be on probation.

GRADUATION REQUIREMENTS

Satisfactory completion of the contents of a full course of training entitles a student to a diploma.

A student who does not satisfactorily complete a full program will not receive a diploma but will be given a certificate for the units he/she has satisfactorily completed.

ASSOCIATE IN APPLIED SCIENCE DEGREE

This is a joint program between Fredd State Technical College and the Junior College Division of Shelton State Community College.

A student desiring an associate degree must complete a diploma program at Fredd State and a specified number of hours at the Junior College Division of Shelton State. The number of hours required at Shelton State is determined by the length of the diploma program at Fredd State.

For Diploma Programs lasting 21-24 months at Fredd State, students must take a minimum of 33 quarter hours at Shelton State.

For Diploma Programs lasting 18 months at Fredd State, students must take a minimum of 40 quarter hours at Shelton State.

For Diploma Programs lasting 12-15 months at Fredd State, students must take a minimum of 48 quarter hours at Shelton State.

DISCIPLINARY PROCEDURES

STUDENT GRIEVANCE PROCEDURE

Students shall bring all complaints to their immediate instructors. If a solution is not found, the student and the instructors may request a meeting with the Dean of Instruction,

Dean of Students, and/or the President of the institution. If a solution is not worked out at this time, the student may request, in writing, a hearing before the institution's review board.

Procedures followed by the review board committee and reviewing authority concerning the administration of discipline for all complaints or academic misconduct are outlined in detail and filed in the office of the Dean at this institution.

When charges are made against a student, the institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Any such disposal shall be final, and there shall be no subsequent processing of appeals.

GRIEVANCE PROCEDURES

Fredd State Technical College, feeling each student should have the opportunity for a fair hearing when charged with a regulation infraction or complaint, has an institution review board. This committee is appointed by the President of this institution.

REVIEW BOARD

1. The review board has the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the college community.
2. The review board shall consist of four faculty members and a chairman, who shall be a member of the administration.
3. The four faculty members shall be appointed to the review board by the President of the college for a term of one quarter. A chairman selected by the President shall preside over the hearings. The chairman shall cast a vote only when necessary to break a tie. Any review board member who has any personal interest or special information concerning a case will be disqualified from the case. A replacement shall be appointed to fill the vacancy by the appropriate party.
4. The review board shall maintain, with the assistance of

the administrator, an adequate record of the history and disposition of each case to come before it. The record shall include a summary of the evidence upon which the review board bases its decision. Whenever possible, a transcript of the proceedings shall be taken.

PROCEDURE FOR BRINGING CHARGES AGAINST A STUDENT.

1. Any student, faculty member, or administrator may file charges against any student for misconduct. The charge(s) are to be filed with the Dean of Instruction or Dean of Students. The Dean, when he deems it necessary, because of the violent nature of the offense, may suspend the student immediately, pending consideration of the case until such time as it is deemed feasible for the student to return to campus or until his/her case is heard by the review board.
2. The Dean will make a preliminary investigation by consulting all parties involved, including the accused, to see whether the charge(s) may be disposed of informally without the initiation of disciplinary proceedings.
3. If the Dean determines that the alleged misconduct warrants disciplinary proceedings, he will give to the student(s) a copy of the charge(s) and within five days, the chairman of the review board will set a time for the hearing and notify all parties involved.
4. The Dean will then send a copy of the charge(s) plus his investigative report to the President of the college.

PROCEDURES FOR CONDUCT OF THE HEARING

1. Any student whose case is referred to the review board shall receive written notice at least two days before his/her case is to be heard by the review board. The notice shall inform the student of the date and time of his/her hearing. On request and for good cause, the review board may allow an extension of time.
2. The hearing shall be conducted in such a way as to do justice to all parties involved and shall not be unduly restricted by rules of procedure or evidence.

The hearing will be private and confidential except by consent of both parties. On behalf of the college, the charge(s) and evidence will be presented by the person(s) making the charge(s).

An individual charged with misconduct has the right to be represented by a faculty member, student, parent, or legal counsel. However, he/she must notify the chairman of the review board at least one day prior to the hearing if he/she wishes to be represented by anyone other than himself/herself. Either party may request the privilege to present witnesses. The burden of proof should rest upon the person bringing charge(s).

The student or his/her representative shall have the right to cross examine any witness against him/her. If for lack of sufficient reason as judged by the chairman of the review board, an accused individual fails to appear at the time of the hearing, the chairman of the review board reserves the right to conduct the hearing without the presence of the accused.

Members of the review board shall vote on all decision to be rendered. A simply majority vote shall be required.

The chairman of the review board will make known the decision of the review board to the President of the college and the accused within two days after the hearing. The person(s) for which the hearing is held will be notified in writing.

APPEAL BOARD

The appeal board will be composed of a student representative, one faculty member, and a chairman. The purpose of the appeal board will be to hear and act upon appeals only. Based upon majority vote, the action will be to deny the appeal or to send the case back to the review board.

A chairman shall be appointed by the President of the college and will be a different individual than the chairman of the review board. The appeal board chairman shall have the responsibility for scheduling and conducting the appeal hearing. The chairman shall be responsible for informing the student and the President of the college of the decision of the appeal board.

An accurately written record of the appeal hearing shall be kept by the chairman for reference.

PROCEDURE FOR APPEAL

1. The accused student may appeal the decision of the review board by so stating in a letter to the chairman of the appeal board and the chairman of the review board within two days after the decision.
2. The student must be able to demonstrate to the

chairman of the appeal board:

- a. that certain relevant evidence was not reviewed or
 - b. that new evidence is available.
3. An appeal shall be limited to review of the full report of the review board and/or the hearing of new evidence relevant to the case which was not available at the time of the hearing before the review board. In the case of new evidence, the appeal board may order a new hearing before the review board.
 4. Within five days of receipt of the appeal, the chairman of the appeal board will set a time for the hearing and notify all parties involved.
 5. The appeal board will send notice of its decision to the student, the chairman of the review board, and the President of the college, within two days after hearing the appeal.
 6. Once the student has applied for and has been granted a hearing by the appeal board, he/she must abide by the ruling of the appeal board.

CONDUCT

It is assumed that students enrolling are mature and have a desire for constructive learning and are coming to this college with this purpose in mind. The purpose of this college is to help students develop their talents in a trade that will enable them to earn a living. Students dismissed from school for disciplinary reasons will find it difficult to re-enroll at a later date.

DISMISSAL

A student may be dismissed from the institution who continues to make unsatisfactory progress, has excessive absences, or violates student regulations as listed in the Student Handbook.

SPECIAL STUDENT SERVICES

Supply Store

A supply store is available from which students may purchase needed books and supplies.

Cafeteria

A cafeteria is available which serves hot lunches and short orders. There is also a refreshment area in the cafeteria equipped with vending machines for the convenience of students at lunch and breaktime.

Library

The school does not have a central library. However, many books and other reference materials may be found in designated areas of each department.

Counseling

The Coordinator of Student Services is available for individual counseling with students before enrollment to help them make a decision as to which program they would like to pursue. The Coordinator is also available for individual counseling after enrollment. Students should also feel free to discuss matters of concern with any member of the administrative staff or faculty.

PLACEMENT AND FOLLOW-UP

The office of Student Personnel Services, along with instructors will assist graduates in entering the field of work. Individual and group interviews are arranged on campus and throughout the various communities served by Fredd State. Announcements from agencies and private employers are posted for students information. Data concerning specific companies and the labor market are maintained in the Counselor's Office.

Fredd State maintains a three-year follow-up record on each student in order to determine the effectiveness of its programs

and to improve the instruction to meet the ever-changing needs of business and industry. Students are urged to keep the college informed of job placement and changes in employment.

STUDENT HANDBOOK

The Student Handbook is issued during the orientation session. It contains information that will be helpful to students in making a successful adjustment to college life at Fredd State Technical College.

FINANCIAL ASSISTANCE

Purpose

Fredd State Technical College provides financial assistance to eligible students who would not be able to continue their college education without such aid. Financing a college education is the primary responsibility of the student and his/her family. Financial assistance from Fredd State shall serve only as a supplement to the efforts of the student and his/her family.

Programs

PELL GRANTS (formerly called Basic Grants): Pell Grants are awarded to eligible students who need money to pay for their education or training after high school. You must be an undergraduate who does not have a Bachelor's degree in order to qualify. You must also attend college at least half-time. A Pell Grant is an entitlement. This means that if you qualify for it, you get it. The Department of Education guarantees that each participating school will receive the money it needs to pay the Pell Grants of its students.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): The qualifications for this grant are the same as for the Pell Grant, however, an SEOG is not an entitlement. There are no guarantees attached to it. Fredd State is awarded a set amount of money each year to use for SEOG's. Once this amount is spent there are no more SEOG's for that year.

ALABAMA STUDENT ASSISTANCE PROGRAM

GRANT: The Alabama Student Assistance Program provides financial assistance to residents of the State of Alabama for undergraduate postsecondary education within the State of Alabama. This program qualifies for Federal State Student Incentive Grant (SSIG) funds.

COLLEGE WORK—STUDY (CW—S): This program provides jobs for students who need financial aid. It gives you an opportunity to earn a part of your educational expenses. Students are paid at the current Federal minimum wage on a monthly basis.

SCHOLARSHIPS: Scholarships are distinct from other forms of financial assistance in that they are granted to students of high academic promise and achievement. Students who apply for or hold scholarships must have and maintain at least a "B" average. **ALABAMA STATE ACADEMIC SCHOLARSHIP:** These scholarships are awarded by waiver of tuition, fees, books, and materials. Eligible students may not receive cash stipends. **THE PRESIDENT'S SCHOLAR AWARD** is sponsored by the faculty and staff of Fredd State. It is the highest academic scholarship granted. Other scholarships are funded by the Alumni Association, civic clubs, businesses, and churches in our six county service area.

CETA: The Comprehensive Employment Training Act sponsors certain students in accordance with established guidelines. Applications and additional information may be obtained from the CETA Office, 2010 27th Avenue, Tuscaloosa, AL 35401

ALABAMA MIGRANT FARM & SEASONAL WORKERS PROGRAM: This program is designed to provide funds for those students who have either past or present farm backgrounds. Contact the Financial Aid Office for additional information.

VETERANS: Certain armed service veterans and dependents who qualify under the War Orphans Educational Assistance Act, the Veterans Educational Assistance Act, or the Veterans Readjustment Benefits Act of 1966 are eligible for assistance. Contact the Registrar's Office for further information.

VOCATIONAL REHABILITATION: Students with certain disabilities may obtain aid covering a substantial part of their educational costs. Applications and further information may be secured from the State Vocational Rehabilitation Service located at 1107 Sixth Street, East, Tuscaloosa, AL 35403

HOW TO APPLY FOR FINANCIAL ASSISTANCE

You may apply for a Pell Grant, SEOG, College Work-Study, or State Student Assistance Grant by filling out any of these forms--The U. S. Department of Education's Application for Federal Student Aid (AFSA), The College Scholarship Service's Financial Aid Form (FAF), or the American College Testing Program's Family Financial Statement (FFS). You will also need to complete the College's Financial Aid Application if you are applying for campus-based aid (SEOG & CW—S). Students may apply for scholarships by completing the college's Financial Aid Application as instructed.

SATISFACTORY PROGRESS

You must make satisfactory academic progress toward completing your course of study in order to remain eligible for Federal financial aid. The College's definition of satisfactory progress is described on page 19 of this catalog. Certain scholarship awardees must maintain at least a "B" average in order to retain their scholarship.

STUDENT ACTIVITIES AND ORGANIZATIONS

Frederick State encourages organizations within the college that will assist in the promotion of its principles and objectives. Organizations require the approval of the college administration. A written statement of purpose and student interest must be presented to the Dean of Students prior to organization and should include the following:

1. Official name of the proposed organization.
2. Name of faculty or staff advisor

3. Statement of when, where, and how often meetings will be held.
4. Statement acknowledging that the proposed organization is subject to all college regulations and policies.

No student will be denied membership in any organization by reason of race, sex, religion, handicap, or national origin.

STUDENT GOVERNMENT ASSOCIATION

The student governing body of Fredd State is the Student Government Association. The Association consists of a representative from each of the fourteen programs. The officers are president, vice-president, secretary and treasurer. These officers are elected from the fourteen official representatives by the student body at the beginning of each school year. The purpose of the SGA is to serve and represent the student body and help provide campus activities to enhance the student's enjoyment of college life; to promote a sense of loyalty and school spirit; to foster cooperation and understanding among students, faculty and administration; and to stimulate personal growth and social development.

COLLEGE CHOIR

Auditions for the college choir are held twice per year. Student who are interested in participating in the choir should contact their instructor for further details.

BUCKLEY—PELL AMENDMENT

Fredd State Technical College is in full compliance with the Buckley-Pell Amendment to the Family Educational Rights and Privacy Act of 1974. Under this law students (as well as their parents or guardians, if the students are still "dependents" according to the Internal Revenue Code definition of "dependents") have the right to review their educational records. A written request must be submitted to the Office of Student Services prior to the review. An appointment will then be

arranged for this review. The college will give out "Directory Information" unless otherwise notified. (See Directory Information below.) A written request or a signed release must be submitted for release of transcripts or information to other schools or employers. Necessary information "in connection with a student's application for, or receipt of, financial aid" may be legally released without obtaining prior permission from the student. A copy of the Buckley-Pell Amendment will be made available on request.

DIRECTORY INFORMATION

The following items are considered Directory Information and may be available regarding students at Fredd State without prior consent. This information is considered part of the public record:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Name of program
6. Dates of attendance
7. Date of graduation
8. Most recent educational institution attended

Each student is entitled to request that any or all of this information not be made available to the public. Such request must be made in writing and submitted to the Registrar's Office immediately.

LIVE WORK PROJECTS

Administration and control of live work in accordance with State Board of Education policies are the responsibilities of the President of this school. All live work performed must be approved by the President or the President's representative.

Live work will be performed in specific projects for specific individuals and organizations. The scope and extent of each project will be well-defined before acceptance. Live work projects can be conducted for:

1. Employees and students at this school.
2. Tax supported programs and institutions.
3. Charitable organizations which are supported by donations.
4. Public employees.

RELEASE OF SCHOOL LIABILITY

The person, program, institution, or organization for which live work is done shall:

1. Assume all responsibility for the results of the work being done by students;
2. Bear all actual cost of materials and parts involved; and
3. Pay a service charge according to the following schedule as prescribed by the section on service charges and established by the President of the school to cover indirect expenses.

SERVICE CHARGES FOR LIVE WORK PROJECTS

The total charges (cost plus a service charge) for live work will be either:

1. Cost plus 10%
2. Cost plus 20%; or
3. A minimum charge not to exceed one dollar provided cost plus 10% is less than the minimum charge.

The President shall have the options to charge either of the above rates, and all materials for live work must be purchased through the school. All costs must be paid to the business office where a paid receipt will be issued. This receipt must be presented to the instructor to the shop where the work was done before the article upon which the work was done can be removed from the school grounds.

RESTRICTIONS ON LIVE WORK

To avoid competition with private enterprise, live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
3. No person regardless of his or her connections shall use the State Technical Colleges for personal gain or profit.
4. Before any work order may be issued on an automobile, a tag receipt must be presented in the business office. Such receipt must be in the name of the eligible individual or organization.